



P.O. Box 23088
Tampa, FL 33623-2088
Tel.: (1) 727 536 7895
www.bicgraphic.com

March 24, 2020

To our valued partners,

As the COVID-19 outbreak builds, we are continuing to look for ways to assist our customers during these unprecedented circumstances while protecting the health and safety of our employees.

For many years, BIC Graphic has proudly supplied critically important products (see below) to essential industries including; health care, finance, insurance, charitable organizations and social services. We also supply items that enable the American workforce to do their jobs remotely.

All our sites in Minnesota and Florida remain open and fully operational to support the continuity of your business, essential industries and the growing number of people working from home. Team members who remain on-site, including myself and my staff, continue to follow CDC guidelines for increased cleaning and sanitation of workstations and common areas while practicing social distancing.

Over 500 BIC Graphic team members have now been fully equipped with remote work-from-home access and our order entry partners are 100% set up with home connectivity to ensure our continued ability to process orders. We will continue to take and produce orders with no anticipated disruption to our order flow while we monitor this ongoing situation.

We have also built a new COVID-19 resource page on bicgraphic.com with shareable content, relevant flyers and the most up-to-date information on our business operations. It is our goal to stay informed, use necessary precautions and prioritize the health of our team members, partners and communities. Our Executive Team meets daily at 8:00 am and continually throughout each day to assess ongoing developments.

Our business thrives because of our close relationships with our partners in the industry, and as we tackle new challenges, we look forward to building a strong future together. Stay safe, and please don't hesitate to reach out to your BIC Graphic representative with any questions or concerns.

Sincerely,

David A. Klatt, CEO



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As an essential business, BIC Graphic facilities in Florida and Minnesota will remain open during the COVID-19 public health crisis to support people working at home and provide industries with critically important products including, but not limited to:

- Mousepads, desk supplies, tech accessories and calendars to support a remote workforce.
- First aid kits, bandages, antiseptic towelettes, thermometers and hand sanitizers for health care workers and first responders.
- Chairs for hospitals and makeshift care facilities.
- Blankets, apparel and water to support disadvantaged or displaced individuals.
- Totes and bags for food markets, grocery stores and food delivery.
- Power banks, chargers and cables to support the IT and Communications sectors.
- Anti-microbial writing instruments and mousepads for hospitals and doctor's offices.

Clearwater, FL

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Red Wing, MN

5151 Moundview Dr., Red Wing, MN 55066

Sleepy Eye, MN

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